



CITY OF ATLANTA

Job Announcement

CONTRACTING OFFICER

STARTING SALARY: \$38,989

Salary Grade: 19

Applications Accepted From: October 3, 2005 until October 7, 2005

Minimum Job Requirements*

Bachelor's degree in Business/Public Administration or related field required; three years progressively responsible management experience in the procurement of and contracting for goods and services; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Supervisory experience preferred.

Duties of the Job:

The purpose of this job is to procure quality goods and services at competitive prices in accordance with sound procurement practices, and city policies and procedures. Duties include, but are not limited to: maintaining the integrity of the procurement process; discharging the purchasing function with competence and professionalism; drafting, reviewing, and overseeing solicitations; establishing bid criteria; preparing reports; and processing associated paperwork.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

***The examination for this position will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of a background investigation, verification of qualifications, drug screen and physical examination.**

*Verification required prior to appointment.

10/03/05

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